

Withdrawal from Learning Application; Exceptional Circumstances

Did you know that across the year there are just 182 school days? That means there are already 183 days set aside for weekends, holidays, family visits and rewarding days out. We believe every school day counts to give your child the greatest opportunity of attaining a good education and to support a happy and healthy future.

With 183 days marked out as ‘non-school-days’, you should have an exceptional reason to withdraw your child from school. The following are considered illegitimate reasons and are likely to be rejected and unauthorised:

- **Trips to visit family/friends**
- **Your child’s birthday**
- **Cheaper family holidays**
- **Tickets to sports/culture events**

100% is recognised as an expected level of school attendance. If your child is out of school for 3 days each term, then their attendance falls below 95%. Should your child need time off due to illness, this figure will quickly become even lower. Because five days of school equates to 25 hours of learning, catching up with extra work out of school is unrealistic.

From a young person’s perspective, missing schools means:

- **Missing out on fun projects and school activities**
- **Struggling to catch up on work**
- **Disconnecting with school friends**

To be completed by Parent/Carer:

Child’s name: Tutor Group/Class:

Date of withdrawal from learning:/...../..... Date of return to learning:/...../.....

Total number of learning days missed:

Reason withdrawal from learning is being requested:

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Please ensure you are giving at least 14 days’ notice of the proposed absence.

Your child has the right to a full-time education and the opportunities that this can bring. We hope that you will work in partnership with us to make sure that your child attends school every day, allowing them access to the education they deserve.

I understand that if the request is unauthorised, East Sussex County Council (ESCC) will be notified of the absence taken and a legal intervention may be instigated in the form of a Penalty Notice. If a Penalty Notice is issued it will be to each parent for each child taken out of school and that this is a fine of £60 which increases to £120 if not paid within the first 21 days. I understand that if I do not pay the fine this will result in legal action.

This form will be submitted to the school for review. A senior member of staff may conduct a telephone interview with you to discuss the request and to confirm the decision.

Name of Parent/Carer:

Signed: Date:

Home Address:

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Executive Head Teacher's decision

Child's name:

Tutor Group/Class: Year Group:

Date of telephone interview:

Date decision form sent home:

Authorised: Your request has been **authorised** for the following dates:
...../...../..... to/...../.....

Unauthorised: Your request has been **unauthorised** for the following dates:
...../...../..... to/...../.....

Request to ESCC attaching telephone interview log

Executive Head Teacher signature:

Date: